Managing Wage and Contribution Submission Reports and Payment Processing – Employer User QRG

Use the *Managing Wage and Contribution Submission Reports and Payment Processing – Employer User Quick Reference Guide (QRG)* to aid in viewing the Submission Reports grid and submitting payments through the Employer Reporting and Maintenance (ERM) application.

> **Managing Wage and Contribution Submission Reports and Payment Processing Topics Covered:**
> → **Managing Submission Reports**
> → **Processing Submission Reports for Payment**

Managing Submission Reports

Once a wage and contribution report is submitted for validation, access the Submission Reports section to view the report summary and validation results and to resolve errors and submit the report for payment.

To view submission reports:

1. Access the ERM application. Choose "Wage and Contribution" from the left-hand side Navigation Menu. Choose "Submission Report" from the drop-down menu.

2. Search for, and select, the appropriate Submission Unit and click the **Next** button to access the submission reports for the selected Submission Unit.

> **NOTE: Only the Submission Units that you have access to view appear in the grid.**

3. Use the search fields in the top section of the *Search Reports* screen (Figure 1) to locate a specific submission report.

4. To view the report, click the *View* hyperlink in the "Action" column of the grid. The *Report Summary* screen opens (Figure 2).

5. To view any of the transactions in the selected report, click the *View* hyperlink in the "View" column of the Validation Results table.

6. If any transactions have errors, click the *Resolve* hyperlink in the "Resolve" column to correct the error(s).

> **NOTE: Please refer to the *Wage and Contribution User Manual – Employer User* to see a detailed description of the process for resolving wage and contribution errors.**
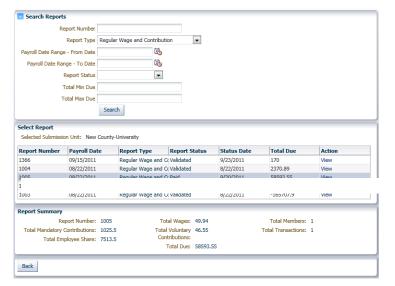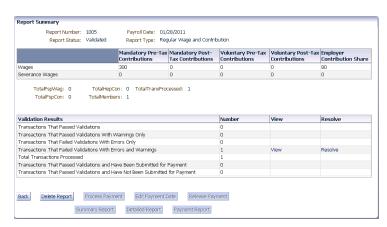

Figure 1: *Search Reports* Screen

Figure 2: *Report Summary* Screen

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Processing Submission Reports for Payment

Once you have resolved the transactions that failed validation, you can submit the wage and contribution report for payment.

To submit a report for payment:

1. Click the **Process for Payment** button on the *Report Summary* screen to access the *Process for Payment* screen (Figure 3).
2. In the Assign Payments section, select a bank account number from the drop-down menu in the **Account Number** field.
3. Identify the amount to be paid from the chosen account in the **Amount** field.
4. Click the **add** button to add the payment to the Bank Account Number table in the Assign Payments section of the screen.
5. To pay wage and contribution from more than one account, repeat the process described in steps 1 through 4.
6. When the value in the **Amount Unassigned** field is zero, click the **Submit for Payment** button.

Figure 3: *Process for Payment* Screen

> NOTE: When contributions are not reported at the time the member receives payment for wages, any interest the member lost because of late reporting is due to the member. Interest is due to the Fund for this same late reporting. The calculation of interest in ERM is based on the payroll date. This should be the date the member was actually paid the wages.

To confirm payment:

1. Click the **Confirm** checkbox in the Confirm INPRS Bank Access section of the *Confirm Payment* screen (Figure 4).
2. Indicate if the payment is to be made immediately or in the future using the radio buttons in the **Assign Payment Date** section.
3. If you choose the **Future Payment** radio button, type the payment date in the **Set Future Date** field.

> NOTE: If you choose a future payment date, the date entered cannot be later than the payroll date. You cannot choose the Future Payment radio button when submitting an adjustment report.

4. Click the **Submit** button. The *Payment Confirmation* page opens (Figure 5). Review the details on the confirmation page.
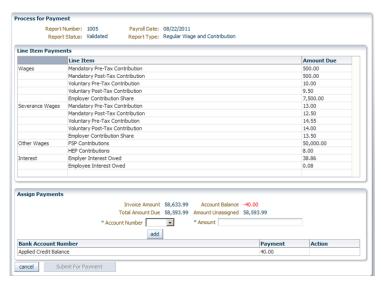5. Click the **Done** button.

Figure 4: *Confirm Payment* Screen

Figure 5*: Payment Confirmation* Page

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